Do you have a passion for people? Join FindCourses Management for your internship.

Educations.com Media Group (EMG) operates market leading e-services for finding education and corporate training. Our websites are used by more than 2 million people every month, and the number of visitors is growing rapidly. Today we have a local presence in Sweden, Norway, Denmark, Finland, Germany, Netherlands, UK, US, France and operate globally via the domain educations.com. EMG has over 110 employees working towards our vision of helping everyone in the world find the right course and education. We are a privately owned company by our five founders and Antonia Ax:son Johnson from the Axel Johnson Group.

FindCourses is the part of EMG that focuses on helping professional people and organizations finding the right training courses. The company is led by two of the founders, Mattias Säker (CEO) and Fredrik Högemark (CIO), both with a master degree from Stockholm School of Economics. FindCourses consists of 8 teams working in 7 different countries and represents 50% of EMG. The teams are built up with a sales department and an information department. The account managers on the sales departments work according to our solution selling process with existing and new clients. The web editors on the information takes care of the production and write search engine optimized texts for the web, send newsletters and make sure that all the courses data in our database are updated. We all work towards our vision of helping everyone in the world to find the right education.

Working with FindCourses is extremely interesting, balancing short term and long term needs, demands, decisions, and challenges. If you have a vision of someday start your own company this is the internship for you. You will gain extensive knowledge of how it is to launch and run a company. Your passion is business – Welcome to EMG!

Internship – CEO assistant
You will be an important member of FindCourses from day one. Based at the EMG headquarters you will have a full insight in the operations of FindCourses. Working beside the CEO and CIO your internship experiences will consist of:

- Learn the essence of running a Company
- Market and business analysis
- Support in the development of strategic plans for the FindCourses
- Take responsibility over development of presentation material and documents
- Attend management meetings
- Coaching and constant feedback

Who will be successful? Skills and qualifications:

- You are educated to a master degree level or enrolled in a master program today
- You speak English and Swedish fluently
- You are structured in your work
- You have excellent communication skills and excel when interacting with people

To be successful in this role as CEO assistant you must be a high performer with an “If I do not know this today, I will work hard to know this tomorrow” mindset. We are looking for a person that is ambitious and think fun at work is crucial. A positive attitude towards your co-workers is a must. You like and enjoy the challenge of working in a changing environment. You are able to work well under pressure without letting go of the quality of your work. You are not afraid of hard work and to get your hands dirty. You know how to meet deadlines and manage your time effectively. Finally, is a person that is curious of how it is to work with management in an entrepreneurial environment where everything is built from the start!

Is that you? I hope so! Welcome.

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